

Minutes of the Finance Committee

Wednesday, August 19, 2009

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Pamela Meyer, Jim Heinrich, Steve Wimmer, and Jean Tortomasi. **Absent:** Rob Hutton and Bill Zaborowski.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Ann Olson, Health & Human Services Director Peter Schuler, Senior Financial Analyst Bill Duckwitz, Juvenile Center Coordinator Mike Sturdevant, Accounting Services Manager Larry Dahl, Principal Financial Projects Analyst Bob Ries, Budget Manager Keith Swartz, Budget Specialist Linda Witkowski, Jail Administrator Mike Giese, Business Manager Tom Koth, and Senior Financial Analyst Lyndsay Johnson.

Ordinance 164-O-039: Appropriate State Of Wisconsin Department Of Health Services, Division Of Public Health Public Health Emergency Response U.S. Centers For Disease Control And Prevention Grant Funding For 2009 By Increasing The Waukesha County Department Of Health And Human Services – Public Health Division Budget

Schuler discussed this ordinance as outlined which involves accepting \$96,569 to help plan and prepare for the Influenza A H1N1 virus (Swine Flu). A majority of the funds will be used to hire additional personnel and is for one year beginning August 1, 2009. The Centers for Disease Control will likely provide additional future funding to help continue public educational efforts; extend, if necessary, immunization clinics, and help conduct epidemiological research. Schuler noted a mass immunization clinic will be based at the Expo Center this fall. He said the vaccine seems to be working based on results in other countries. The vaccines are expected to arrive here mid-October; half of the supply will be earmarked for Public Health and the other half for the private sector.

MOTION: Tortomasi moved, second by Heinrich to approve Ordinance 164-O-039. Motion carried 5-0.

Ordinance 164-O-040: Accept American Recovery And Reinvestment Act Of 2009 Equipment Assistance Grant Funds For School Food Authorities And Modify The Waukesha County Department Of Health And Human Services 2009 Budget To Appropriate Grant Expenditures And Revenues For A Replacement Oven In The Juvenile Center

Sturdevant discussed this issue as outlined in the ordinance which involves accepting \$2,228 in American Recovery and Reinvestment Act funds to purchase a replacement oven at the Juvenile Center. He noted that the current oven was scheduled to be replaced in the next couple of years. To answer Haukohl's question, Sturdevant said they are eligible for this grant because they participate in the federal lunch program.

MOTION: Wimmer moved, second by Heinrich to approve Ordinance 164-O-040. Motion carried 5-0.

Request by Clerk of Courts for Petty Cash Fund Increase

Dahl discussed this request as outlined in a memo from Circuit Court Services Business Manager Bob Snow dated 7-31-09. The change request addresses change-making issues which they have experienced more frequently in two units due to higher receipting volume and also due to the incorporation of a pay-per-use copier serving the Family Division and the Court Self Help Center. Dahl noted they are requesting an additional \$135: \$110 for the Family Division Office and \$25 for the Juvenile Office.

MOTION: Heinrich moved, second by Wimmer to approve a petty cash fund increase of \$135 for Circuit Court Services. Motion carried 5-0.

Six-Month Investments Report

Ries reviewed the 2009 six-month investments report which included information on investment yield, investment revenue, average daily balance, total County investment income, balances and investment rates, and the County's investment portfolios. The return for the 2nd quarter was down 15 basis points from the last quarter to 0.74%. The decrease was largely due to one time gains on sales of securities in the JP Morgan and Galliard portfolios in the amount of \$312,800 in the first quarter that inflated the return. Without those gains, the return would have increased by 1 basis point in the 2nd quarter. The overall return on investments for the County for the last four quarters was 3.45%, down 20 basis points from the 1st quarter of 2009 and down 4.38% in the 2nd quarter of 2008. Total interest earnings for the quarter were \$1,376,995, down \$264,407 from the 1st quarter of 2009 and down \$340,986 from the 2nd quarter of 2008.

MOTION: Wimmer moved, second by Heinrich to accept the six-month investments report. Motion carried 5-0.

Six-Month Special Revenue Funds Report

Swartz and Witkowski discussed their report as outlined entitled "Waukesha County Operating Expenditure/Revenue Summary Report – Special Revenue." Swartz said expenditures to date are just under 45%, down about 1.8% from this same time period in 2008. Revenues are at \$23 million on a \$51.7 million budget, about 45%, versus last year when we were at about 50%. Swartz spoke of those funds they expect will be overspent by year-end including Health & Human Services detox program, Mental Health Institute court ordered placements, and home delivered meals. He also advised of potential fund transfers.

MOTION: Wimmer moved, second by Meyer to accept the six-month special revenue funds report. Motion carried 5-0.

Approve Minutes of 8-5-09

MOTION: Tortomasi moved, second by Wimmer to approve the minutes of August 5. Motion carried 5-0.

Chair's Executive Committee Report of 8-17-09

Haukoht advised of the following items discussed at the last Executive Committee meeting.

- Heard updates on Waukesha County Economic Development Corporation's 2009 Economic Strategies: Innovation and Sustainability; the Local Government Institute of Wisconsin; and the State Planning and Policy Advisory Committee (PPAC).
- Heard updates on the Federated Library and UW-Extension programs and budget.
- Discussed Parks & Land Use and Public Works coordination.
- Approved the appointment of Thomas A. Ludka as Director of Veterans Services

Announcements

Tortomasi said of the four RFP's for a new CAD system, she felt none were impressive. She indicated she would not support spending \$2.5 million on a product that does not solve the problem with addressing being the biggest issue. She is not very hopeful but site visits and benchmarks in October will be important.

Ordinance 164-O-038: Accept 2009 U.S. Department Of Justice, Bureau Of Justice Assistance Recovery Act: Edward Byrne Memorial Justice Assistance Grant Award And Modify Waukesha County Sheriff Department's 2009 Budget To Authorize Grant Expenditures

Koth and Giese discussed this ordinance as outlined which involves accepting federal grant funds totaling \$18,619. The Sheriff's Department will accept the funding on behalf of the Criminal Justice Collaborating Council (CJCC) and pay the Public Policy Forum because this funding is only awarded to law enforcement agencies. The CJCC will be responsible for administering and overseeing the work of the Public Policy Forum. The \$18,619 being requested in collaboration with Edward Byrne Memorial Justice Assistance Grant Award for Waukesha County which includes individual grant awards to the City of Waukesha, City of Brookfield, City of New Berlin, and Village of Menomonee Falls. The total grant award for the County and the participating municipalities is \$140,708 and is being administered through the City of Waukesha.

The funds will be used to pay for a part-time research assistant (20 hours per month for three years) with the PPF. This grant covers about 40% and the PPF will cover the remaining costs. The CJCC will be responsible for administering and overseeing the work of the PPF which will include researching new initiatives and evaluating current programs. To answer Haukohl's question, Koth said they are required to report to the federal government quarterly on program status and success and benchmarks will be monitored.

MOTION: Meyer moved, second by Tortomasi to approve Ordinance 164-O-038. Motion carried 5-0.

Schedule Next Meeting Dates

Haukohl advised the next Finance Committee meeting was scheduled for September 2.

MOTION: Heinrich moved, second by Meyer to adjourn at 10:48 a.m. Motion carried 5-0.

Respectfully submitted,

Approved on: _____

Pamela Meyer
Secretary